



Project Officer
at the International Union of Property Owners
Brussels, Belgium

The **International Union of Property Owners (UIPI)** is looking for a **Project Officer**, starting **as soon as possible**

Deadline for application: 13 October 2019

About UIPI

UIPI is a leading representative body for homeowners and private landlords in Europe. With 29 member organisations, UIPI represents more than 5 million property owners across Europe. Based in Brussels, UIPI's main task is to ensure that property owners' interests are represented and defended vis-à-vis European institutions. UIPI is active in those areas of EU legislation and policy that have an impact on real estate, the building and private-rented sectors as well as property rights.

Profile

- Graduate in i.e. **economics, engineering, architecture, urbanism or other relevant fields**;
- Good understanding or previous experience in EU project management (Horizon2020)
- Previous experience in EU institutions is an asset;
- Proficient in written and spoken English. Any additional EU languages is an advantage;
- Pro-active, fast learner, deadline-oriented and eager to work independently
- Strong communication (verbal and written), organisation and coordination skills;
- Full proficiency in Microsoft Office (particularly Excel);
- EU National or have a valid Belgian work permit.

Tasks and Responsibilities:

- Contribute to the realisation and management of EU projects (including reporting and financial management);
- Organise seminars and dissemination activities related to EU projects;
- Participate in research and policy related activities of the association;
- Availability to travel frequently.

We offer:

- A full-time fixed term contract under Belgian law, which can be renewed;
- A stimulating work experience in the field of EU Affairs in a multicultural environment;
- Additional benefits.

If interested, please send your cover letter and CV to: Ms Emmanuelle Causse, Director of European Affairs, at office@uipi.com. Please note that only shortlisted candidates will be contacted. Interviews are taking place on a rolling basis.



INTERNATIONAL UNION OF PROPERTY OWNERS (UIPI)

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